

# **Centennial City Clerk Monthly Report April 2010**

## **Activity**

### **Boards and Commissions – Ad Hoc Appointment Committees**

The City Clerk staffed three Ad Hoc Appointment Committees in April: Board of Adjustment, Board of Review and Planning and Zoning Commission. Organizational meetings were held and recruitment began for these boards, for which terms expire May 1, 2010. Interviews were held for the Board of Adjustment and recommendations made to Council. The remaining two boards will conduct interviews in May.

### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council Meetings and two Special City Council Workshop meetings in April. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

### **Elections and Election Commission**

No activity in April.

### **Liquor Licensing**

The Centennial Liquor Licensing Authority conducted a public hearing on April 1, 2010 concerning an application of a Hotel/Restaurant Liquor License for Benchwarmers Tavern & Grill LLC, dba Benchwarmers, 6631 S. Peoria Street Ste. 100, Centennial. This license was approved by the Authority.

Fifteen (15) renewal applications were processed by the Deputy City Clerk.

Four (4) Transfer Hotel/Restaurant Liquor License applications were received and processed in April: McKowen and Weiss, LLC, dba Peppinos Pizzeria, 12201 E. Arapahoe Road, Centennial; Little Pub #19, LLC, dba Dirk's Sports Tavern, 7500 S. University Boulevard, Centennial; BL

Restaurant Operations, LLC, dba Bar Louie, 6911 S. Vine Street, Centennial; and Sushi Kazu Japanese Restaurant Inc., dba Sushi Kazu Japanese Restaurant, 12201 E. Arapahoe Rd., #B-14, Centennial. A temporary license was approved by the City Clerk for the operation of each of these establishments while the State of Colorado processes and approves the Transfer applications.

## Passports

The City Clerk's Office began accepting and processing passport applications for the U.S. Department of State on April 1<sup>st</sup>. The passport office was opened on Wednesdays, 8:30 a.m. to 12:30 p.m. and Thursdays and Fridays, 9:00 a.m. to 4:00 p.m. each week.

312 passport applications were accepted and sent to the U.S. Department of State. 144 photos were taken. Staff also responded to numerous phone calls and customer questions regarding passport processing.

## Public Records Request

The City Clerk's office processed 6 public records requests in April. All requests were completed in a timely manner according to the Colorado Open Records Act.

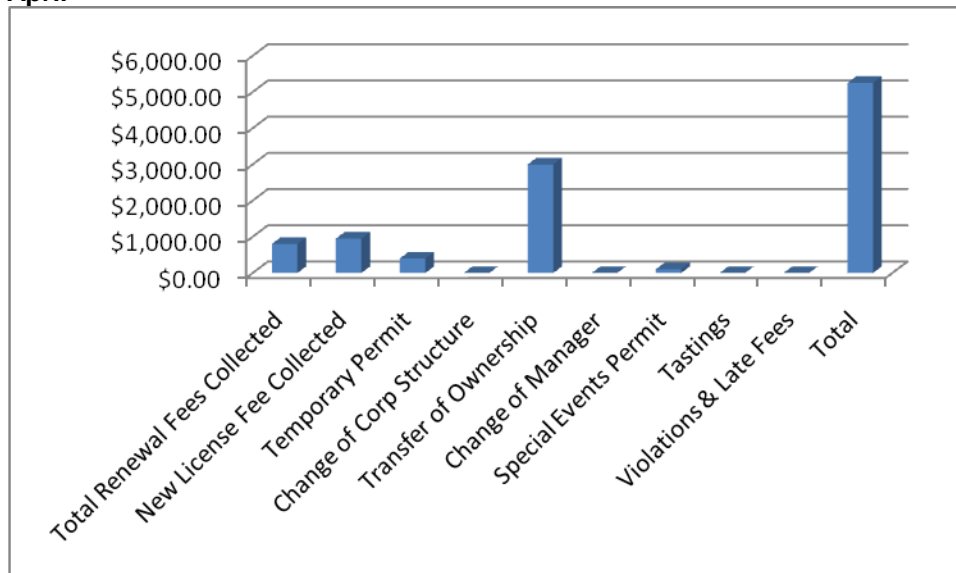
## Fees

### Liquor Licensing

Total Licensing Fees Collected April 2010: **\$5,253.75**

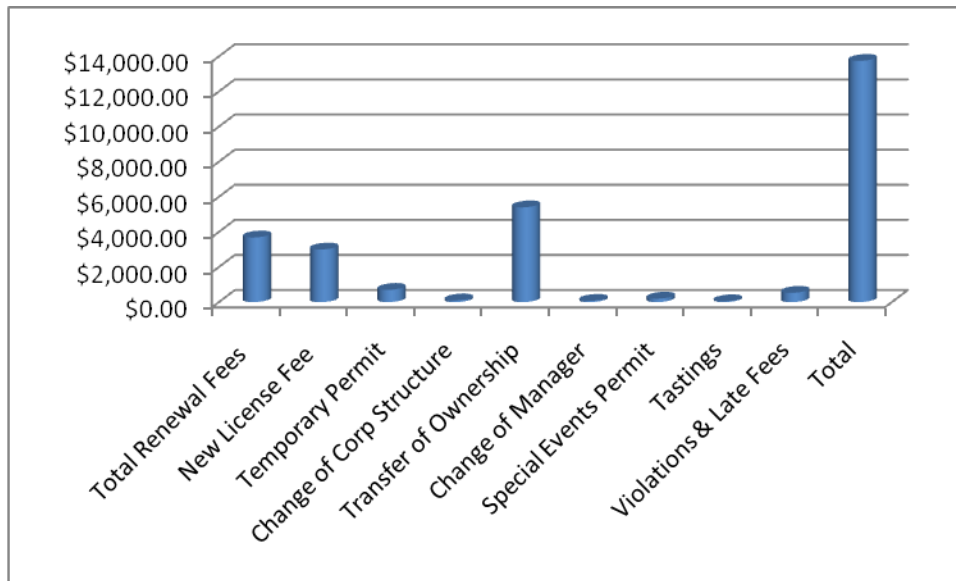
(Compared to Total Licensing Fees Collected in April 2009: \$3,346.25)

#### April



Year to Date Total Fees Collected: **\$13,747.84**

#### Year to Date

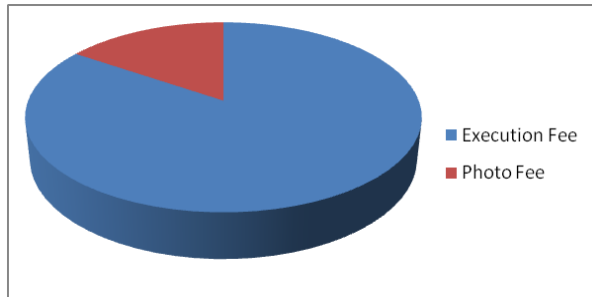


#### Passports

Total Passport Fees Collected April 2010: **\$9240.00**

Execution Fees to the City of Centennial: **\$7800.00**

Photo Fees Collected: **\$1440.00**



Year to Date Total Fees Collected: **\$9240.00**

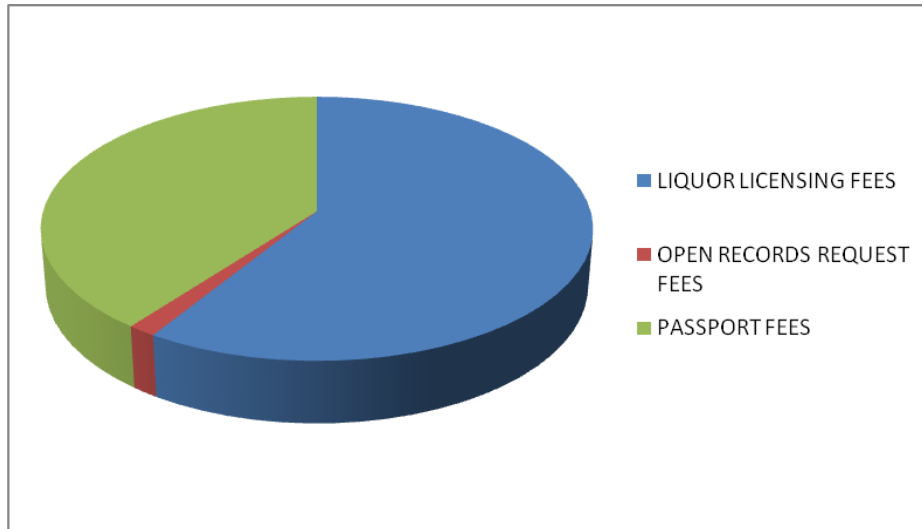
#### Public Records Request

April: \$0.75

Year to Date Total Fees Collected: **\$348.75**

**Total Fees Collected by the City Clerk's Office Year to Date (2010): \$23,336.59**

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$13,747.84	\$348.75	\$9,240.00

**Special Projects**

The City's Clerk's Office conducted three SIRE re-fresher training classes for staff during April. Thirty-six (36) staff members attended the sessions. Topics included the SIRE system, including recent upgrades and changes, and general City Council Agenda procedures.